

How to Enter a new Asset in the Non-Trade Invoice

This video will show users the How to Enter a new Asset in the Non-Trade Invoice.

Navigate to Accounting, Non Trade Invoice, New Entry.
Fill in header info, accounts line entry, and description.

Add new procured Assets records.
Click Confirm and then Post.

STEP-BY-STEP:

1. Go to Accounting menu
2. Select Non Trade Invoice
3. Fill in the header info, i.e. Doc Date, Reference Number, Partner Account, Description, etc
4. Add account lines for the asset purchase (Description, Amount, Tax)
5. In the Assets tab, enter the data in the mandatory fields (those in red color or marked with red x) for the procured asset.
6. Click Save button when done entering the assets data.
7. Click Confirm Non Trade Invoice button when done editing
8. Click Post Non Trade Invoice button to post the entries
9. To undo post and modify the Non Trade Invoice document, click the triangle on the Generate Report button.
Select Undo Non Trade Invoice Posting option.
Only user with access right able to do this.
10. Modify the entered asset data, and split it into 2 assets' entries instead of 1 asset entry, then save the entries.
This will create 2 assets in the system, and allow the company to track or dispose the 2 assets separately.
11. Confirm and Post the Non Trade Invoice document when done editing.
12. In the Postings tab, user can view the posted journal entries of the Non Trade Invoice
13. Click Generate Document button to create a

similar (copy) the Non Trade Invoice document
